



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO AREA REGION



REANNOUNCEMENT

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT:

GA-07-DH-0115A

OPENING DATE:

02/19/2008

CLOSING DATE:

OPEN UNTIL FILLED

POSITION:

DENTAL OFFICER (Oral Surgery)

LOCATION AND DUTY STATION:

Division of Clinical Services
Dental Services Branch
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY:

GS-0680-14 ~ \$91,781 - \$119,314 PER ANNUM

NUMBER OF VACANCIES:

One (1): PCN: 206803

APPOINTMENT

Permanent

WORK SCHEDULE

Full Time

AREA OF CONSIDERATION

IHS Wide

PROMOTION POTENTIAL

No known potential

SUPERVISORY/MANAGERIAL

None

HOUSING

None, private housing only

TRAVEL/MOVING

May be paid for eligible employees

DUTIES: Is responsible for the provision of specialty services in oral surgery to the patients of the Gallup Service Unit. Incumbent must have in-depth knowledge and understanding of dentistry and the specialty of oral surgery, highly developed diagnostic skills, expert treatment planning ability and considerable skill in administering treatment. Provides diagnostic services through the use of history, radiographs, examination, diagnostic models and other appropriate tests. Performs the following: removal of an impaction in the maxillary sinuses, cleft palate/lip surgery, open reduction of jaw or cheekbone fracture; surgery done in connection with reconstruction of jaw and face; removal of stones from salivary glands and ducts; any type of oral surgery involving a great patient-management problem; removal of bony impacted or partially impacted teeth, etc. The incumbent will travel to other dental service units in the Navajo Area to provide oral surgery service that would otherwise result in referral and provide on-site consultation and training to other less experienced dental staff. Teaches in the General Practice Resident Program. Incumbent will be called upon for services at other clinic hours and may be occasionally called upon for general dental duties on other than oral surgery patients. Participates in the planning, development and implementation of an Area-wide oral surgery program appropriate to the Navajo Area Indian Health Service. As a consultant, will provide technical guidance for the service unit dentists in the development and operation of direct and contract oral surgery programs. Provides continuing educational experiences through "Challenges Courses" to enable area dental staff to incorporate oral surgery procedures which are within the capabilities of general dentists and their staff. Provides technical assistance and consultation in oral surgery to the Chief of the Navajo Area Dental Services Branch.

"The selected individual is required to obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to adverse actions, up to and including removal from the Federal Service"

YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENT:

BASIC REQUIREMENTS: *Education:* Degree in dental surgery (D.D.S.) or dental medicine (D.M.D.) from a school approved by the Council on Dental Education, American Dental Association (ADA); or other dental school, provided the education and knowledge acquired was substantially equivalent to that of graduates from an ADA-approved school. *Licensure:* Applicants must be currently licensed to practice dentistry in a State, the District of Columbia, or Puerto Rico.

Applicants who meet the basic requirements qualify for a GS-11.

IN ADDITION TO THE BASIC REQUIREMENTS: For the GS-680-12 and above, applicants must have one of the following types of experience and/or training.

- Post-licensure professional experience in the general practice of dentistry.
- Approved internship training.
- Approved residency training.
- Graduate-level study in an accredited dental school.
- Post-licensure professional experience in a specialized area of practice.
- Other advanced study or training (outside a dental school or hospital) creditable towards satisfaction of training program requirements for Board eligibility.

For specialist positions, experience and/or training must clearly establish the applicant's status as a specialist. Agencies should review the applicant's experience to determine the types and difficulty of the cases dealt with, the level of knowledge and understanding of the specialization regularly required, the degree of diagnostic skills and treatment planning ability involved, and the pertinent graduate study acquired.

For GS-14: One year of professional dentistry experience equivalent to at least the GS-13 grade level. For specialist positions, certification as a diplomate by a national certifying board for a specialized area of practice meets the requirements.

Medical Requirements: Applicants must be able to distinguish shades of color.

Selective Placement Factor: Each PHS dentist must possess and maintain a current, valid dental license in a State. Applicants must meet this requirement prior to employment. *Please submit a copy of your current licensure with your application.*

Positive Education Required: YES

Licensure Required: YES

Legal and Regulatory Requirements: Candidates must meet time-after competitive appointment time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

Conditions of Employment: Incumbent may be called for services at other than routine clinic hours and may be occasionally called upon for general dental duties.

Immunization Requirement: All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

Reasonable Accommodation: This agency provides accommodation to applicant with disabilities. If you need a reasonable accommodation for any part of the applications and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standard Handbook or IHS Excepted Service Qualification Standard, Series GS-680 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Human Resources Office. **TO OBTAIN EDUCATIONAL CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS.**

WHO MAY APPLY:

Applications will be accepted from NON-STATUS (those individuals who have never held a career or career-conditional appointment in the Federal service) and will be evaluated under competitive OPM regulation procedures.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

Veterans: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a certificate of expected separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be current IHS excepted appointment (with no timelimits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area, **OR**

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337 (h) or 8456 or Title 5 United States Code.

2. By applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selected factors, qualify ranking factors, physical requirements with reasonable accommodations and is able to satisfactory perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, and Letters of commendations, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement, which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA'S) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Ability to perform the technical aspects of the job.
2. Knowledge of clinical and quality assurance of maxillo-facial oral surgery services.
3. Ability to provide educational services.
4. Ability to supervise the work of others.

(See attached Supplemental Questionnaire for definitions)

NOTE: Declaration for Federal Employment" (OF-306) and Addendum to OF-306 (Child Care and Indian Child Care Worker Position), BOTH must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Human Resources Office, 217 Marguerite Street, or P.O. Box 1337, Gallup, NM 87305. For information regarding this Vacancy Announcement, contact Irene Benallie at (505) 726-8720.

1. OF-612, Optional Application for Federal Employment; or
2. *Resume; or
3. *Other written application format.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, Form 4432 signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA form 4432 but **MUST** state that such documentation is contained in their Official Personnel Folder.

***INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) would be used to evaluate your qualifications for this position. **Failure to include any of the information listed below may result in loss of consideration for the position.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with Zip Code) day and evening phone numbers (with Area Code);
3. Social Security Numbers;
4. Country of Citizenship;
5. Veteran's Preference Certificate: DD-214, and/or SF-15 if claiming 10-point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employees.
7. Highest Federal civilian grades held (give series and dates held);
8. **High School:** Name, City, State (zip code, if known), and date of Diploma or GED;
9. **College and Universities:** Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show Total Semester or quarter-hours earned). Official Transcript must be attached in order for credit to be given;
10. **Work Experience** (paid and non-paid) – Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, **starting and ending dates (month and year), hours work per week; and salary.**
11. Indicate if we may contact your current Supervisor;
12. Description of job-related training courses, license or certification (current only), honors, awards, special accomplishments.

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

Additional Selections: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

Indian Preference: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Other than the above, the Indian Health Service is an Equal Opportunity Employer.

Selective Service Certification: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions), be registered with the Selective Service System.

Equal Employment Opportunity Selection for positions will be based solely on Merit with no discrimination for non-merit reasons, such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or membership or non-membership in an employee organization. Promotions or appointments will not be based on personal relationship or other types of personal favoritism or patronage.

/S/ Irene Benallie

PERSONNEL CLEARANCE

02-12-2008

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **GA-07-DH-0115A**. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS.

SUPPLEMENTAL QUESTIONNAIRE
DENTAL OFFICER (Oral Surgery), GS-0680-14

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** This is the ability to successfully deliver the latest skills and techniques in clinical maxillo-facial oral surgery services that meet infection control standards and the standards established by the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO). What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

2. **KNOWLEDGE OF CLINICAL AND QUALITY ASSURANCE OF MAXILLO-FACIAL ORAL SURGERY SERVICES.** This is the knowledge of maxillo-facial oral surgery, as a consultant, to provide technical guidance in the development and operation of direct and contract oral surgery programs. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

3. **ABILITY TO PROVIDE EDUCATIONAL SERVICES.** This is the ability to communicate effectively with people, individually and in groups, to participate in the development and implementation of educational programs in the area of maxillo-facial oral surgery. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

4. **ABILITY TO SUPERVISE THE WORK OF OTHERS.** The person in this position should have the ability to evaluate the work of subordinates; develop performance standards, counsel; instruct; discipline; resolve complaints; motivate; explain and enforce oral surgery policies; and make recommendations to higher level management on program matters. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number).

CERTIFICATION

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant

Date